

**2006**  
**SCHEDULE FOR “DISTRICT” CONDUCTED**  
**DISTRICT SUPERVISOR ELECTIONS**

**JULY**

1. Review election procedures and information at regularly scheduled board meeting.
2. Plan to make known to interested parties that positions on the Board of Supervisors will be open for election and where Declaration of Candidacy petitions may be acquired for circulation.
3. Appoint District Election official.

**AUGUST**

1. Determine number of polling places
2. Election official to appoint polling officers to conduct election.
3. Election official to publish "Official Notice of Filing Deadline". Notice to be published the week of August 18-25, 2004. (See "Notice of Filing Deadline form in the Election Consolidation Manual page 12).
4. Request that county(ies) code District boundaries into the official polling book(s) for use during the election.

**Declaration of Candidacy petitions are due September 1, 2006 to District election official.** (See Declaration of Candidacy form page 11 of election Consolidation Manual)

**SEPTEMBER**

1. Declaration of Candidacy petitions must be completed and returned to the District election official by 5:00 PM September 1, 2006.
2. Plans should be made by the District election official for printing ballots, providing a means of voting in secret, obtaining a polling list, determining site(s) of polling place(s).
3. The District election official must certify the nominees for placement on the ballot by September 8, 2006.
4. The District election official will copy the certified petitions and mail copies to Kathie Shea, PO box 790, Boise, ID 83701 by September 10, 2006.

**OCTOBER**

1. District election official must make certain the county will supply a polling book to use in the conduction of the election.
2. Prepare for possibility of write-in candidate declaring intent to run for office. Deadline for declaration is October 13, 2006. (See Declaration of Intent for Write-In page 14)
- 3.
4. Due notice of election to be published by the District election official. The first published notice of election must be on or before October 26, 2006.(Form page 13)
5. Plans and arrangements for election should be finalized by District election official.

**NOVEMBER**

1. Second notice of election must be published on or before November 2, 2006. (form page 13)
2. Send out absentee ballots as requested until 5:00 p.m., November 6, 2006. (See procedures page 53)
3. Conduct election November 7, 2006. (See procedures beginning page 25)
4. Tally votes - November 7, 2006.
5. District board meets to canvass Supervisor election. Deadline for canvassing is November 17, 2006.
6. Complete and send Official Returns form or letter declaring candidates elected to Kathie Shea, PO Box 790, Boise, ID 83701 (official returns form page 46)
7. Upon receipt of Official Returns Form or letter of declaration the Soil Conservation Commission will issue an oath of office to be signed by the elected official, notarized and returned to the Soil Conservation Commission.
8. Upon receipt of signed oath a certificate of election will be issued to the elected official.

**2006**  
**SCHEDULE FOR “COUNTY” CONDUCTED**  
**DISTRICT SUPERVISOR ELECTIONS**

**JULY**

1. Review election procedures and information at regularly scheduled board meeting.
2. Plan to make known to interested parties that positions on the Board of Supervisors will be open for election and where nominating petitions may be acquired for circulation.
3. Appoint District Election official.

**AUGUST**

1. Review agreement of responsibilities with county clerk (specifying who will do what for the election).
2. Follow election procedures and instructions as provided by county clerk and written agreement of responsibilities.
3. If written agreement with county indicates, the District election official must publish "Official Notice of Filing Deadline". Notice to be published the week of August 18-25, 2006 (See Election Consolidation Manual for "Notice of Filing Deadline" form page 12).
4. Request that county(ies) code District boundaries into the official polling book(s) for use during the election.

**SEPTEMBER**

1. Review district/county responsibilities.
2. Declaration of Candidacy petitions must have been completed and returned to the District election official by September 1, 2006 (See form on page 11 of Election Consolidation Manual).
3. The District election official must certify the nominees and have the names placed on the county ballot by September 8, 2006.
4. The District election official will copy certified petitions and mail or fax copies to Kathie Shea, PO Box 790, Boise, Idaho 83701 by September 10, 2006.

**OCTOBER**

1. Check with county clerk for District responsibilities, if any, to be carried out this month.
2. If District is conducting balloting, request must be made to the county(ies) for a polling book(s).
3. Unless an agreed to county responsibility, the District election official must publish the "First Notice of Election" on or before October 26, 2006. (See Notice of Election Form Election Consolidation Manual page 13)
4. Prepare for possibility of write-in candidate to declare interest to run for office. Deadline for declaration is October 13, 2006. (See Declaration for Write-In Candidate page 14 of Election Consolidation Manual)

**NOVEMBER**

1. Unless an agreed to county responsibility, the District election official must publish the "Second Notice of Election" on or before November 2, 2006. (Form page 13)
2. Send out absentee ballots as requested until 5:00 p.m., November 6, 2006. (see procedures page 53 Election Consolidation Manual)
3. Conduct election November 7, 2006. (See procedures beginning page 31 of Election Consolidation Manual)
4. District to receive tallied vote totals from county(ies) by November 12, 2006.
5. District board meets to canvass Supervisor election. Deadline for canvassing is November 17, 2006.
6. Complete and send Official Returns form to Kathie Shea, PO Box 790, Boise, ID 83701
7. Upon receipt of Official Returns form or letter of declaration the Soil Conservation Commission will issue an oath of office to be signed by the elected official, notarized and returned to the Soil Conservation Commission.
8. Upon receipt of signed oath a certificate of election will be issued to the elected official.